

IIF Project Notification & Information Form

To: Mike Coyle

Date: September 16, 2010 – revision 2

Description of Project: 4Q Proactive Event, “Near Miss Reporting, Hand Safety, Operational Discipline”

Desired Outcome: Provide learning and discussion opportunities for the refinery workforce related to effective Near Miss Reporting, and build on the theme “Every task, the right way, every time”.

I. 4Q Themes

- a. Near Miss Reporting – Provide an activity/ discussion to increase the understanding of what a Near Miss is. Also, promote the use of Green Cards and Impact ERM near miss process.
- b. “Every Task, The Right Way, Every Time”, My Reason for Staying Safe ... I’m Incident and Injury free because I want to be. Week of October 18, Two Photo Booths will be placed in refinery locations for individuals to take a picture and/ or write a “My Reason for Staying Safe” statement. Personal stories will also be collected via the interoffice mail and on modified Green Cards. These stories and images will be shared during the Holiday Luncheon event in November – building a greater sense of community through our personal stories. Images captured in the photo booths will be available for the individuals to take home, plus a CD of all images will be provided by the Photo booth company for our use. The Communication team will be asked to visit Control Room locations to capture images of people who cannot make it to the photo booths. Personal Stories and Photos that reinforce People are “worth 1000 words”.
- c. Hand Safety and LPSA will be reinforced throughout the activities/ discussions – some activities may be supported by GMfg initiatives (LPSA, checklists, JHA, gloves, posters, etc.)
- d. 1st and 2nd line supervisor engagement: Walk About with Intent – supporting TA

II. Activities/ Discussions - Activities/ Discussions will be introduced periodically at the crew level.

- w/o 10/4, Email Note - Intro Week/ Supervisor Kick off (deliverables identified), Near Misses, Ways that we will support the TA, Walk About with Intent expectations, Understanding SSE identification, Supervisor Information and Refinery Wide Announcement / Thought Provoker.
- w/o 10/11, Discussion Topic: What is a Near Miss? How do I capture a Near Miss? (Time: 20 minutes)
- w/o 10/18, Gate Handout – (Flyer and Green Card), Photo booths - What is My Reason for Staying Safe?
 - (Flyers \$700, Green Card Incentive (60 pairs of movie tickets = \$1200), Photo booth \$3000)
- w/o 10/25, Thought Provoker Email only: Review key learning from Quarterly events
- w/o 11/1, Discussion Topic: Hand Safe Theme – Supervisor Glove Handout, LPSA, JHA, LPO, Checklist, etc.
 - (Option 1 Gloves \$13,770, option 2 – glove clamp \$10,000) (Time: 20 minutes)
- w/o 11/8, ~~Holiday Luncheon/ Children’s Calendar~~ & Potential – IMPACT gate handout #2, My Reason for Staying Safe Stories shared (Time: 30 minutes)
- w/o 11/15, Thought Provoker Email only: Review key learning from Quarterly events
- w/o 11/22, Thought Provoker Email only: Review key learning from Quarterly events
- w/o 11/29, ISA Follow Through – Provide information on results of ISA (Time: 15 minutes)
- w/o 12/6, Holiday Luncheon/ Children’s Calendar & My Reason for Staying Safe Stories shared , Thought Provoker Email only: Review key learning from Quarterly events
- w/o 12/13, Discussion Topic: Completion and “What will I do differently?” (Time: 15 minutes)
- w/o 12/20, Thought Provoker Email only: Review key learning from Quarterly events Recognition of Hazards

III. Summary

Discussion Time Commitment: 125 minutes – reduction in Holiday Luncheon time to 30 minutes and addition of thought provokers to replace Discussion topics.

Materials Commitment: \$19,000 (flyers, green card incentive/ fandango tickets, photo booth, gloves) Glove Clamps can be substituted for Gloves for a reduction in total cost of \$3,000).